



BOBBY JINDAL  
GOVERNOR

ANGELE DAVIS  
COMMISSIONER OF ADMINISTRATION

## State of Louisiana

Division of Administration  
Office of Contractual Review

January 26, 2010

Ms. Chris Stewart  
State Contracts/Grants Reviewer  
Department of Economic Development  
Post Office Box 94185  
Baton Rouge, LA 70804-9185

Dear Ms. Stewart:

Enclosed are approved copies of the following cooperative endeavor agreement, received in our office on December 14, 2009. This agreement is being approved under the authority of Executive Order BJ 2008-30 and Executive Order BJ 2008-29 issued August 5, 2008.

**Department of Economic Development**

**OCR# 252-001043   CFMS# 687012   Greenwell Springs-Airline Econ. Develop. District**

The OCR and CFMS numbers preceding the cooperative party's name has been assigned by this office and are used as identification for this cooperative endeavor. The CFMS number is the system assigned number for the ISIS Contract Financial Management System. Please use these numbers when referring to the cooperative endeavor in any future correspondence or amendment(s).

We appreciate your continued cooperation.

Sincerely,

*Sandra G. Gillen*  
Sandra G. Gillen, CPPB  
Director

SGG/pl

Enclosure

RECEIVED

FEB - 3 2010

CONTRACTS/GRANTS REVIEWER

10/04/21  
687012

STATE OF LOUISIANA  
DEPARTMENT OF ECONOMIC DEVELOPMENT  
AND  
GREENWELL SPRINGS-AIRLINE ECONOMIC DEVELOPMENT DISTRICT

COOPERATIVE ENDEAVOR AGREEMENT *(line item appropriation)*

THIS COOPERATIVE ENDEAVOR (sometimes herein referred to as "agreement" or as "contract"), has been made and entered into and is effective as of the 1<sup>st</sup> day of July, 2009, by and between the **LOUISIANA DEPARTMENT OF ECONOMIC DEVELOPMENT** of the State of Louisiana, Capitol Annex Building, 1051 North 3<sup>rd</sup> Street, P. O. Box 94185, Baton Rouge, La. 70804-9185, hereinafter referred to as "State," as "LED", and/or as "Agency", and **GREENWELL SPRINGS-AIRLINE ECONOMIC DEVELOPMENT DISTRICT**, officially domiciled at 9380 Dancy Avenue, Baton Rouge LA 70814; whose mailing address is P.O. Box 73559, Baton Rouge, LA 70874, hereinafter referred to as "Contracting Party", or as "Recipient Entity".

ARTICLE I

WITNESSETH:

1.1 WHEREAS, Article VII, Section 14(c) of the Constitution of the State of Louisiana provides that "for a public purpose, the state and its political subdivisions...may engage in cooperative endeavors with each other, with the United States or its agencies, or with any public or private association, corporation, or individual;" and

1.2 WHEREAS, Act 122 of the 2009 Regular Session of the Louisiana Legislature, which was adopted in accordance with Article VII, Section 10, of the Constitution of the State of Louisiana, is the appropriation for the expenditure of State funds, and said Act 122 contains a line item appropriation within the Agency's budget for the benefit of **GREENWELL SPRINGS-AIRLINE ECONOMIC DEVELOPMENT DISTRICT** of which the sum of **FIFTY THOUSAND & NO/100 (\$50,000.00)** DOLLARS has been allocated for this project, as set forth in Attachment A Plan, which is attached to this agreement and made a part hereof;

1.3 WHEREAS, the agency desires to cooperate with the Contracting Party in the implementation of the Project as hereinafter provided;

1.4 WHEREAS, the public purpose is described as: The goal of this program is to develop a plan that will provide for substantial economic activity and employment opportunities within the statutorily determined area (also known as Airline-Greenwell Springs District) the following boundaries: beginning at the intersection of South Choctaw Drive and Scenic Highway, north along Scenic Highway to its intersection with Harding Boulevard, then east along Harding Boulevard to its intersection with Plank Road and Hooper Road, continue east along Hooper Road to its intersection with Mickens Road, then southeast along Mickens Road to its intersection with Joor Road, then south on Joor Road to its intersection with Greenwell Springs Road, then northeast on Greenwell Springs Road to its intersection with North Flannery Road, then south on North Flannery Road to its intersection with South Choctaw Drive, then west along South Choctaw Drive to the point of beginning.

1.5 WHEREAS, the Contracting Party has provided all required information in accordance with the governor's Executive Order BJ 2008-30 on accountability for line item appropriations; and is attached to this agreement and made a part hereof by reference as "Attachment E".

NOW THEREFORE, in consideration of the mutual covenants herein contained, the parties hereto agree

687012

as follows:

## ARTICLE II SCOPE OF SERVICES

2.1 The Contracting Party shall: 1) Appointment of Board of Directors 2) Convening of Board of Directors 3) Research and Gathering of all current and past economic and employment development initiatives, plans, program, that impact the Airline-Greenwell Springs District. 4) Develop a website for citizens to participate and be updated on the initiative 5) GIS Mapping of the District (Housing, Businesses, Public Infrastructure, Schools, etc..) 6) Board Tour of Progressive District within East Baton Rouge parish or Neighboring Parish 7) Two Community Meetings to discuss current economic and employment conditions in the District and future opportunities 8) One Meeting with local business owners within the district to discuss the benefits of doing business within the district and challenges for growth and increased employment opportunities 9) Compilation of all data and information into a final report business which shall include an estimate of the annual and total cost of acquiring, constructing, or providing the services, improvements, or facilities set forth therein. Any monies received by the district shall be used exclusively for the development of the district plan. 10) Documentation of minute books and archive of all board activities including monies, funds, and accounts of the district that were created and utilized

2.2 Deliverables: 1) To create a economic and employment development plan that specifies public improvements, facilities, and services proposed to be furnished, constructed, or acquired for the district and shall conduct public hearings, publish notice with respect thereto, and disseminate information as it, in the exercise of its sound discretion, may deem to be appropriate or advisable and in the public interest

Contracting Party will provide to State written quarterly Progress Reports (Attachment C) outlining the Contracting Party's resources, initiatives, activities, services and performance consistent with the provisions, goals and objectives of this agreement and quarterly Cost Reports (Attachment D) which provide detailed cost information outlining the use of appropriated funds Attachment C Progress Report and Attachment D Cost Report are attached to this agreement and made a part thereof by reference. These reports shall be due and delivered to the Agency on or before the 15<sup>th</sup> day after the end of each calendar quarter.

2.3 Budget: The Budget for this project is incorporated herein as "Attachment B" which is attached hereto and made a part hereof by reference and shows all anticipated revenues and expenditures provided by this cooperative endeavor. The Budget for this project shall not exceed the total sum of FIFTY THOUSAND AND NO/100 DOLLARS (\$50,000.00) which sum shall be inclusive of all costs or expenses to be paid by State in connection with the services to be provided under this agreement. This is the total sum that has been appropriated for this project by State. No state funds shall be paid for any one phase of this agreement that exceeds the categories shown on the Budget attached as "Attachment B", without the prior approval of State.

## ARTICLE III CONTRACT MONITOR

3.1 The Contract Monitor for this contract is SKIP SMART; however, the Secretary of LED, or his designee, will designate and may change from time to time, one or more persons on his staff to act as the LED's project representative or as the "Contract Monitor" for this contract, to provide liaison between the Contracting Party and the LED, and to perform various duties which are specifically provided for in this agreement; and any changes in the Contract Monitor shall not require any amendment to this agreement.

3.2 Monitoring Plan: (A) During the term of this agreement, Contracting Party shall discuss with State's Contract Monitor the progress and results of the project, ongoing plans for the continuation of the project, any deficiencies noted, and other matters relating to the project. Contract Monitor shall review and analyze Contracting Party's **Plan** to ensure Contracting Party's compliance with contract requirements.

(B) The Contract Monitor shall also review and analyze the Contracting Party's written **Progress Reports** and **Cost Reports** and any work product for compliance with the Scope of Services; and shall

1. Compare the Reports to Goals/Results and Performance Measures outlined in this contract to determine the progress made;
2. Contact Contracting Party to secure any missing deliverables;
3. Maintain telephone and/or e-mail contact with Contracting Party on contract activity and, if necessary, make visits to the Contracting Party's site in order to review the progress and completion of the Contracting Party's services, to assure that performance goals are being achieved, and to verify information when needed.
4. Assure that expenditures or reimbursements requested in **Cost Reports** are in compliance with the approved **Budget**. Contract Monitor shall coordinate with agency's fiscal office for reimbursements to Contracting Party and shall contact Contracting Party for further details, information or documentation when necessary.

(C) Between required performance reporting dates, Contracting Party shall inform Contract Monitor of any problems, delays or adverse conditions which will materially affect the ability to attain program objectives, prevent the meeting of time schedules and goals, or preclude the attainment of project results by established time schedules and goals. Contracting Party's disclosure shall be accompanied by a statement describing the action taken or contemplated by the Contracting Party, and any assistance which may be needed to resolve the situation.

#### **ARTICLE IV** **PAYMENT TERMS**

4.1 A. After the receipt from the Contractor of a written request for an advance payment explaining the Contractor's need for such an advance payment and its approval by the Secretary of LED or his designee, after the execution of this Agreement, and after its approval by the Division of Administration, Office of Contractual Review, an advance payment shall be made to the Contractor in an amount equal to twenty (20%) percent of the total amount allocated to this project, being the sum of \$10,000.00. This advance payment will assist the Contractor with initial reimbursable expenditures, and allow the Contractor sufficient working capital to begin paying expenses as incurred, and to begin to carry out and accomplish its goals and objectives. Should this contract be terminated prior to the Contractor's delivery of any services or completion of services, or prior to the Contractor incurring costs which cover the full amount of the advance, the Contractor shall be required to repay the advance payment, or the excess of the advance payment over costs incurred, within thirty (30) days of such termination. Additionally, in the event the total of the expenses included on the final Cost Report do not fully cover the advance payment, the Contractor shall be required to repay any difference within thirty (30) days after the termination of this Agreement. Costs shown on future incoming Cost Reports shall be reimbursed as usual, prior to being applied against the advance payment. The advance payment will be absorbed in the final year-end Cost Reports.

B. Provided Contractor's progress and/or completion of the Contractor's services are to the

reasonable satisfaction of LED, payments to the Contractor of the remaining balance due hereunder shall be made by LED on a reimbursement basis, after receipt from the Contracting Party and approval by State of **Monthly Cost Reports** requesting reimbursement, and certifying that such expenses have been incurred. Adequate supporting documentation (including copies of invoices, checks and other appropriate records reflecting expenses incurred) shall be attached to the reports. All original documentation supporting the reports shall be maintained by Contracting Party, and shall be subject to audit, as hereinafter stated.

4.2 Travel expenses, if any, shall be reimbursed only in the event that this agreement provides for such reimbursement, such travel expenses are included in the Contracting Party's approved compensation, budget or allocated amount, and then only in accordance with Division of Administration Policy and Procedure Memorandum No. 49. Invoices and/or receipts for any pre-approved reimbursable expenses or travel expenses must be provided or attached to periodic invoices for reimbursement.

4.3 Reimbursements under this agreement will be allowed only for expenditures occurring between and including the dates of **July 1, 2009** and **June 30, 2010**, and this project and all of the Contracting Party's services shall be completed by that date. Payment is contingent upon the availability of funds and upon the approval of this agreement by the Office of Contractual Review.

4.4 The Contract Monitor shall monitor disbursements on a monthly basis. Under circumstances such that the recipient entity has not demonstrated substantial progress towards goals and objectives, based on established measures of performance, further disbursements shall be discontinued until substantial progress is demonstrated or the entity has justified to the satisfaction of the agency reasons for the lack of progress. If the agency determines that the recipient failed to use the Line Item Appropriation within the estimated duration of the project or failed to reasonably achieve its specific goals and objectives, without sufficient justification, the agency shall demand that any unexpended funds be returned to the state treasury unless approval to retain the funds is obtained from the Division of Administration and the Joint Legislative Committee on the Budget.

4.5 Taxes: Contracting Party hereby agrees that the responsibility for payment of taxes from the funds thus received under this agreement and/or legislative appropriation shall be Contracting Party's obligation and identified under Federal tax identification number 27-0943663.

## **ARTICLE V**

### **TERMINATION FOR CAUSE**

5.1 The State may terminate this agreement for cause based upon the failure of Contracting Party to comply with the terms and/or conditions of the agreement; provided that the State shall give Contracting Party written notice specifying Contracting Party's failure. If within thirty (30) days after receipt of such notice, Contracting Party shall not have either corrected such failure or, in the case which cannot be corrected in thirty (30) days, begun in good faith to correct said failure and thereafter proceeded diligently to complete such correction, then the State may, at its option, place Contracting Party in default and the agreement shall terminate on the date specified in such notice. Contracting Party may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the State to comply with the terms and conditions of this agreement; provided that the Contracting Party shall give the State written notice specifying the State's failure and a reasonable opportunity for the State to cure the defect.

## **ARTICLE VI**

### **TERMINATION FOR CONVENIENCE**

6.1 The State may terminate the agreement at any time by giving thirty (30) days written notice to Contracting Party. Upon receipt of notice, Contracting Party shall, unless the notice directs otherwise, immediately discontinue the work and placing of orders, for materials, facilities, services and supplies in connection with the performance of this Agreement. Contracting Party shall be entitled to payment for deliverables in progress, to the extent work has been performed satisfactorily.

#### **ARTICLE VII** **OWNERSHIP**

7.1 All records, reports, documents and other material delivered or transmitted to Contracting Party by the State shall remain the property of the State, and shall be returned by Contracting Party to the State, at Contracting Party's expense, at termination or expiration of this agreement. All records, reports, documents, or other material related to this agreement and/or obtained or prepared by Contracting Party in connection with performance of the services contracted for herein shall become the property of the State, and shall, upon request, be returned by Contracting Party to the State at Contracting Party's expense at termination or expiration of this agreement.

#### **ARTICLE VIII** **ASSIGNMENT**

8.1 Contracting Party shall not assign any interest in this agreement and shall not transfer any interest in same (whether by assignment or novation), without prior written consent of the State, provided however, that claims for money due or to become due to Contracting Party from the State may be assigned to a bank, trust company, or other financial institution without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the State.

#### **ARTICLE IX** **FINANCIAL DISCLOSURE**

9.1 Each recipient shall be audited in accordance with R.S. 24:513. If the amount of public funds received by the provider is below the amount for which an audit is required under R.S. 24:513, the transferring agency shall monitor and evaluate the use of the funds to ensure effective achievement of the goals and objectives.

#### **ARTICLE X** **AUDITOR'S CLAUSE**

10.1 It is hereby agreed that the Legislative Auditor of the State of Louisiana, and/or the Office of the Governor, Division of Administration auditors shall have the option of auditing all records and accounts of Contracting Party which relate to this agreement.

10.2 Contractor and any subcontractors paid under this agreement shall maintain all books and records pertaining to this agreement for a period of three years after the date of final payment under the prime contract and any subcontract entered into under this agreement.

#### **ARTICLE XI** **AMENDMENTS IN WRITING**

11.1 Any alteration, variation, modification, or waiver of provisions of this agreement shall be valid only when it has been reduced to writing, executed by all parties and approved by the Director of the Office of Contractual Review, Division of Administration.

## **ARTICLE XII** **FISCAL FUNDING CLAUSE**

12.1 The continuation of this agreement is contingent upon the appropriation of funds to fulfill the requirements of the agreement by the legislature. If the legislature fails to appropriate sufficient monies to provide for the continuation of the agreement, or if such appropriation is reduced by the veto of the Governor or by any means provided in the appropriations act to prevent the total appropriation for the year from exceeding revenues for that year, or for any other lawful purpose, and the effect of such reduction is to provide insufficient monies for the continuation of the agreement, the agreement shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

## **ARTICLE XIII** **TERM OF CONTRACT**

13.1 This agreement shall begin as of **July 1, 2009**; the Contractor's services hereunder and this project shall be completed by **June 30, 2010**; and this contract shall terminate on **July 31, 2010**, unless amended in writing and approved by all parties, including the Division of Administration, Office of Contractual Review. Any amendment to extend the date to complete the project must be fully executed by **June 30, 2010**.

## **ARTICLE XIV** **DISCRIMINATION CLAUSE**

14.1 The Contracting Party agrees to abide by the requirements of the following as applicable: Title VI and VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and Contracting Party agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Contracting Party agrees not to discriminate in its employment practices, and will render services under this contract without regard to race, color, religion, sex, sexual orientation, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by Contracting Party, or failure to comply with these statutory obligations when applicable shall be grounds for termination of this agreement.

**ARTICLE XV.  
AGREEMENT APPROVAL**

This agreement shall not be effective until it has been approved and signed by all parties, and until it has been approved by the Division of Administration, Office of Contractual Review.

**ARTICLE XVI.  
CHOICE OF LAW**

This is a Louisiana contract and all of its terms shall be construed in accordance with and all disputes shall be governed by the laws of the State of Louisiana, of the United States of America; and all parties submit themselves to the jurisdiction of the Courts located in the Parish of East Baton Rouge, in the State of Louisiana, in the event of any legal proceedings in connection with this contract.

**ARTICLE XVII.  
ENTIRE AGREEMENT**

This agreement, together with any exhibits and/or attachments specifically incorporated herein by reference, constitute the entire agreement between the parties with respect to the subject matter of this agreement.

THUS DONE AND SIGNED AT Baton Rouge, Louisiana on the 5<sup>th</sup> day, of DEC, 2009r

**WITNESSES:**

Kathy Blankenship  
Witness(Print Name) Kathy Blankenship  
Michael Durant  
Witness(Print Name) Michael Durant  
Skip Smart  
Skip Smart, LED Contract Monitor

**LOUISIANA DEPARTMENT OF  
ECONOMIC DEVELOPMENT**

By: [Signature]  
Kristy G. McKeam, UnderSecretary

THUS DONE AND SIGNED AT Baton Rouge, Louisiana on the 10<sup>th</sup> day, of Nov, 2009

**WITNESSES:**

[Signature]  
Witness(Print Name) James A. Gilmore, Jr.  
[Signature]  
Witness(Print Name) Anita Tillman

**GREENWELL SPRINGS-AIRLINE ECONOMIC  
DEVELOPMENT DISTRICT**

By: Marion Zachary  
Name: Marion Zachary  
Title: Board Chair

**APPROVED**  
Office of the Governor  
Office of Contractual Review

JAN 26 2010

Sandra G. Gillen  
DIRECTOR



<p align="center"><b>"ATTACHMENT A" PLAN</b></p>	<p>NAME OF CONTRACTING PARTY: <b>GREENWELL SPRINGS-AIRLINE ECONOMIC DEVELOPMENT DISTRICT</b></p>
<p>NAME AND BRIEF NARRATIVE OF PROGRAM:</p>	<p>Airline - Greenwell Springs Economic and Employment Development Initiative</p>
<p><b>Program Goals, Objectives, Expected Outcomes/Results Activities and Related Performance Measures (Duplicate pages as needed for each goal identified). What are the goals, objective(s), expected outcomes/results for this program:</b> Indicate the goals/objectives for this program. Indicate the expected outcomes/results for each goal. Explain how each goal, objective, outcome/result is measured. Identify activities that will be implemented to achieve expected outcomes, the person(s) responsible for implementing the activity, and the expected completion date.</p>	<p>1. Program Goal (<i>Goals are the intended broad, long-term results. Goals are clear statements of the general end purposes toward which efforts are directed.</i>)</p> <p>The goal of this program is to develop a plan that will for substantial economic activity and employment opportunities within the statutorily determined area (also known as Airline-Greenwell Springs District) the following boundaries: beginning at the intersection of South Choctaw Drive and Scenic Highway, north along Scenic Highway to its intersection with Harding Boulevard, then east along Harding Boulevard to its intersection with Plank Road and Hooper Road, continue east along Hooper Road to its intersection with Mickens Road, then southeast along Mickens Road to its intersection with Joor Road, then south on Joor Road to its intersection with Greenwell Springs Road, then northeast on Greenwell Springs Road to its intersection with North Flannery Road, then south on North Flannery Road to its intersection with South Choctaw Drive, then west along South Choctaw Drive to the point of beginning.</p>
<p>2. Program Objective(s) (<i>Objectives are intermediate outcomes--specific, measurable steps towards accomplishing the goal. They identify the expected outcomes and results.</i>)</p>	<p>1) To create an economic and employment development plan that specifies public improvements, facilities, and services proposed to be furnished, constructed, or acquired for the district by June 30, 2010.</p> <p>2) Facade grants to small businesses within the district for signs, painting, and other external upgrades to businesses, including neighborhood signs. Develop criteria and an application process for businesses to apply for grants of up to \$3,000.</p> <p>3) Business Development and Expansion Technical and Training Assistance</p>
<p>3. Relevant Activity (Activities) (<i>An activity is a distinct subset of functions or services within a program.</i>)</p>	<p>1) Research and Gathering of all current and past economic and employment development initiatives, plans, program, that impact the Airline-Greenwell Springs District.</p> <p>4) Develop a website for citizens to participate and be updated on the initiative; send mail-outs announcing the initiative; publish the initiative in local papers 3) GIS Mapping of the District (Housing, Businesses, Public Infrastructure, Schools, etc.) 2) One Meeting with local business owners within the district to discuss the benefits of doing business within the district and challenges for growth and increased employment opportunities 9) Compilation of all data and information into a final report</p>
<p>4. Performance Measure(s) (<i>Measure the amount of products or services provided or number of customers served. Specific quantifiable measures of progress, results actually achieved and assess program impact and effectiveness.</i>)</p>	<p>1. Percentage of the plan completed.</p>

**"ATTACHMENT B"**  
**Page 1**  
**Project Budget (2009-10)**

**GREENWELL SPRINGS-AIRLINE ECONOMIC DEVELOPMENT DISTRICT**

**Anticipated Income or Revenue**

<b>Sources (List all sources of revenue)</b>	<b>Amount</b>
<b>LED Line Item Appropriation</b>	<b>\$50,000.00\$</b>
<b>TOTAL</b>	<b>\$50,000.00\$</b>

**Anticipated Expenses**

<b><u>Expense Categories</u></b>	<b><u>Total Amount</u></b>	<b><u>Amount of line Item Appropriation</u></b>
<b>Salaries</b>	\$	\$
<b>Related Benefits</b>		
<b>Travel</b>		
<b>Operating Services</b>		
<b>Advertising</b>	1,000.00	1,000.00
<b>Printing</b>	1,500.00	1,500.00
<b>Maintenance of Equipment</b>		
<b>Maintenance of Office</b>		
<b>Rentals</b>		
<b>Dues and Subscriptions</b>		
<b>Telephones</b>		
<b>Postage</b>	500.00	500.00
<b>Utilities</b>		
<b>Other</b>		
<b>Office Supplies</b>		
<b>Professional &amp; Contract Services</b>	14,000.00	14,00.00
<b>Other Charges</b>	33,000.00	33,000.00
<b>Acquisitions &amp; Major Repairs</b>		
<b>TOTAL USE OF APPROPRIATION</b>	\$50,000.00	\$50,000.00

*(Budget categories listed above reflect a typical budget and may be adjusted by the agency and recipient to reflect actual categories necessary for each individual program. Salaries and Professional & Other Contract Services shall be detailed using pages 2 and 3 of Attachment B).*

## STAFFING CHART

Name of  
Organization: **GREENWELL SPRINGS-AIRLINE ECONOMIC DEVELOPMENT DISTRICT**

Name of Program: \_\_\_\_\_

[illegible]

# ATTACHMENT B

Page 3

## SCHEDULE OF PROFESSIONAL AND OTHER CONTRACT SERVICES

Name of Organization: GREENWELL SPRINGS-AIRLINE ECONOMIC DEVELOPMENT DISTRICT

Name of Program: \_\_\_\_\_

Name and Address of Individual and/or Firm	Nature of Work Performed and Justification for Services	Total Contract Amount	Total Paid by Appropriation
Bayard Research Group, LLC 1440 Devonshire Dr. Slidell, LA 70461	Data Collection GIS Mapping Compilation of Reports Facilitate Meetings Develop criteria and an application process for businesses to apply for grants Create an economic and employment development plan that specifies public improvements, facilities, and services proposed to be furnished, constructed, or acquired	14,000.00	14,000.00

# ATTACHMENT B

Page 4

## Schedule of Other Charges

Name of Contracting Party: Greenwell Springs-Airline Economic Development District

Name of Program: Airline-Greenwell Springs Economic and Employment Development Initiative

Provide a description of the intended use of the funds listed in Other Charges and the dollar amount. Each use should be listed separately. Do not budget funds in Other Charges that can be placed in another expenditure category.	List dollar Amount for each use
1. Facade grants to small businesses within the district for signs, painting, and other external upgrades to businesses, including neighborhood signs (up to \$3,000 each)	\$33,000.00
Total - Should agree with Attachment B, page 1	\$33,000.00

# ATTACHMENT C

## Progress Report

Act 122 of 2009

20-945

(To be submitted quarterly showing progress achieved. Duplicate pages as needed.)

Name of Contracting Party: Greenwell Springs-Airline Economic Development District

Contact Name: \_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_ Fax: (\_\_\_\_) \_\_\_\_\_

<b>Goal:</b> To develop a plan that will bring substantial economic activity and employment opportunities within the statutorily determined area designated the Greenwell Springs-Airline Economic Development District.	
<b>Objective(s):</b> 1. To create an economic and employment development plan that specifies public improvements, facilities, and services proposed to be furnished, constructed or acquired for the District by June 30, 2010. 2. 3.	
<b>Activity(Activities) Performed:</b>	
<b>Performance Measure(s):</b> 1. Percentage of plan completed 2. 3.	<b>% , \$ amt. or number complete</b> 1. 2. 3.

I hereby certify that I have reviewed the above information, it is true and correct to the best of my knowledge, and I am the duly authorized representative of the organization.

Marion Zachary  
Signature of Authorized Person

Marion Zachary Board Chair  
Print Name and Title

\_\_\_\_\_  
Date

# ATTACHMENT D

Cost Report for the Period of \_\_\_\_\_ to \_\_\_\_\_  
 (Expense categories & dollar amounts must reflect those listed in "Attachment B" project budget.)  
 Act 122 of 2009 20-945

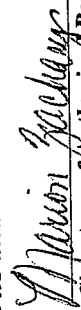
Name of Contracting Party: \_\_\_\_\_

Name of Program: \_\_\_\_\_

Expense Category	Amount of Line Item Appropriation from Attachment B pg 1	(Quarterly) Expenditures (Monthly)*	Total Cumulative Year to Date Expenditures	Balance Remaining
Gross Salaries				
Related Benefits (employer share)				
Travel				
Operating Services:				
Advertising	1,500.00			
Printing	1,000.00			
Insurance				
Maintenance of auto, movable property				
Maintenance of building and grounds				
Rentals				
Software licensing				
Dues and Subscriptions				
Telephones and Internet Service				
Postage	500.00			
Utilities				
Other				
Office Supplies				
Professional Services	14,000.00			
Other Charges	33,000.00			
Acquisitions & Major Repairs				
Totals	\$ 50,000.00	\$	\$	\$

\* Should reflect contract payment terms, quarterly or monthly. Include a copy of the cancelled check for each expense submitted with this report.

I hereby certify that I have reviewed the above information, it is true and correct to the best of my knowledge, and I am the duly authorized representative of the organization.

  
 Signature of Authorized Person  
 Marion Zachary Board Chair  
 Print Name and Title

Date \_\_\_\_\_

**Cost Report for the Period of \_\_\_\_\_ to \_\_\_\_\_**  
Act 122 of 2009 **20-945**

Name of Contracting Party: Greenwell Springs-Airline Economic Development District	Name of Program: Airline-Greenwell Springs Economic and Employment Development Initiative
<p>                     The Airline-Greenwell Springs Economic and Employment Development Initiative is a joint effort between the Airline-Greenwell Springs Economic Development District and the Airline-Greenwell Springs-Airline Economic Development District. The initiative is designed to create and sustain jobs in the Airline-Greenwell Springs area, with a focus on the transportation and logistics sectors. The initiative is a result of a Memorandum of Understanding (MOU) signed between the two districts in 2018. The MOU outlines the goals and objectives of the initiative, as well as the roles and responsibilities of each district. The initiative is currently in its early stages, with the first phase of job creation and training programs set to begin in 2023. The districts are committed to working together to ensure the success of the initiative and to provide long-term economic and employment benefits to the community.                 </p>	

**Instructions:** List each individual and/or Firm and approved budget amount as listed on page 3 of Attachment B.

Instructions: List each individual and/or firm and approved budget amount as listed on page 3 of Attachment D.				
Sub-contractor Name	Amount of Line Item Appropriation from Attachment B	Quarterly Expenditures to be paid by the State (must equal invoices etc.)	Total Cumulative Year to Date Expenditures including this quarter's expenditures	Balance Remaining
<b>Professional Services:</b>				
<b>Totals</b>	\$	\$	\$	\$

**Signature of Authorized Person**

[illegible]



**ATTACHMENT E**  
**Disclosure and Certification Statement**

**Contractor's Name:** Greenwell Springs-Airline Economic Development District

**Contractor's Mailing Address:** Post Office Box 73559, Baton Rouge, Louisiana 70814.

**Name of Program:** Airline-Greenwell Springs Economic and Employment Development Initiative

**Organization Type:** (For example, local government, non-profit, corporation, LLP, etc.)

**Private entities required to register with the Secretary of State's office must be in good standing with that office.**

Local Governmental Authority

**Names and Addresses of all officers and directors, including Executive Director, Chief Executive Officer or any person responsible for the daily operations of the entity:**

Marion Zachary  
Board Chair  
Post Office Box 73559  
Baton Rouge, Louisiana 70874.

**Names and Addresses of all key personnel responsible for the program or functions funded through this agreement:**

Anita Tillman  
Post Office Box 73559  
Baton Rouge, Louisiana 70874.

**List any person receiving anything of economic value from this agreement if that person is a state elected or appointed official or member of the immediate family of a person who is a state elected or appointed official. Include the amount of anything of economic value received, the position held within the organization. Identify the official and the public position held.**

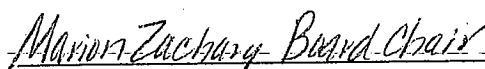
☒ I hereby certify that this organization has no outstanding audit issues or findings.


☐ I hereby certify that this organization has outstanding audit issues or findings and is currently working with the state to resolve such issues or findings.

**Attach a completed Federal Form W-9 (Request for Taxpayer Identification Number and Certification)**

**I hereby certify that I have reviewed the above information, it is true and correct to the best of my knowledge, and I am the duly authorized representative of the organization.**

  
\_\_\_\_\_  
Signature of Authorized Person

  
\_\_\_\_\_  
Print Name and Title

  
\_\_\_\_\_  
Date

**ATTACHMENT E-1**  
**Disclosure and Certification Statement**

**Contracting Party:** Greenwell Springs-Airline Economic Development District

**Name of Program :** Airline-Greenwell Springs Economic and Employment Development Initiative

**Sub-Contractor's Name:** The Bayard Research Group

**Sub-Contractor's Mailing Address:** 1440 Devonshire Dr., Slidell, LA 70461

**Organization Type:** (For example, local government, non-profit, corporation, LLP, etc.)

**Private entities required to register with the Secretary of State's office must be in good standing with that office.**

Limited Liability Company

**Names and Addresses of all officers and directors, including Executive Director, Chief Executive Officer or any person responsible for the daily operations of the entity:**

James Gilmore, Jr.  
1440 Devonshire Dr.  
Slidell, LA 70461

**Names and Addresses of all key personnel responsible for the program or functions funded through this agreement:**

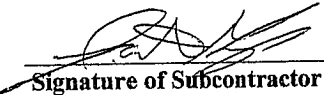
James Gilmore, Jr.  
1440 Devonshire Dr.  
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☒ I hereby certify that this organization has no outstanding audit issues or findings.

☐ I hereby certify that this organization has outstanding audit issues or findings and is currently working with the state to resolve such issues or findings.

**I hereby certify that I have reviewed the above information, it is true and correct to the best of my knowledge, and I am the duly authorized representative of the organization.**

  
Signature of Subcontractor (authorize person)

James A. Gilmore, Jr.  
Print Name and Title

11/09/09  
Date